



## Governor's Office of Storm Recovery

ANDREW M. CUOMO  
Governor

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Executive Director

### Governor's Office of Storm Recovery (GOSR)

**Job Title: Program Manager (PM), Manufactured Home Community Resiliency (MHCR) Program**

**Department: Housing Department**

**Location: New York City**

#### Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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#### Position Summary

The Housing Department seeks a Program Manager to oversee the coordination and implementation of the MHCR Program. The PM will be responsible for coordinating a variety working groups constituted of internal and external stakeholders, partners, and communities of interest, and will be responsible for documenting and addressing concerns. The PM is expected to understand the Federal policy germane to the MHCR Program, and Housing Program policy. The PM will be required to manage the implementation of all facets of the MHCR Program. These responsibilities, in part, are outlined below. The MHCR PM is expected to work cooperatively with other members of both the Housing and Community Reconstruction teams to achieve department-wide goals as assigned.

#### Responsibilities include but are not limited to:

1. The Program Manager would oversee the States' case management team, and coordinate with other vendors to ensure that applicants receive benefits in a timely manner.
2. Conduct Program Planning and Implementation
  - Consult with stakeholders to identify program needs
  - Work with Director to develop long range plans, programs and strategies
  - Monitor programs and services to ensure they meet stated goals
  - Assist with program evaluations and updates to programs and services
  - Act as a resource about MHCR development and initiatives
  - Collect and analyze information and data for reports as needed
  - Prepare briefing notes, reports and presentations as required
  - Provide updates to senior staff as needed
  - Develop policies, guidelines, standards and reporting systems

**Qualifications**

- A bachelor's degree or equivalent experience
- Knowledge of legislation, regulations, policies and procedures for program development
- Ability to administer programs and initiatives
- Strong team building skills
- Excellent analytical and problem solving skills
- Demonstrated decision making skills
- Effective verbal, presentation and listening

**If interested:**

All candidates must submit a resume to [goshhrinfo@stormrecovery.ny.gov](mailto:goshhrinfo@stormrecovery.ny.gov). Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.